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D/FBIS, Carbone

ROUTING AND RECORD SHEET**SUBJECT:** (Optional)**FROM:****EXTENSION****NO.**

FBIS-0382/86

DATE

1 December 1986

TO: (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S
INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for
Science and Technology
Room 6E45 - Headquarters

2.

3. Inspector General
Room 6E18
Headquarters

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FBIS-0382/86
1 December 1986

MEMORANDUM FOR: Inspector General

VIA: Deputy Director for Science and Technology

25X1 FROM:
Director, Foreign Broadcast Information Service

25X1 SUBJECT: Audit Report on FBIS

25X1 REFERENCE: Memo fm Deputy IG for Audit dtd 16 Oct 86, Subj: Report
of Audit of FBIS - 1 Jun 83 - 30 Jun 86

FBIS is taking the following actions based on the recommendations of the referenced Audit Report:

Recommendation No. 1: Take action to eliminate the B&F office processing backlog, including temporary assignment of FBIS personnel to this function if necessary.

25X1 RESPONSE: Several steps have been taken to eliminate the current backlog of bureau accountings. A Wang program designed to process bureau accountings has been implemented and has significantly reduced processing time. With the 11 October arrival of a full-time Finance Assistant, B&F is now at full strength. The number of unprocessed accountings has been reduced to 26, with 10 bureaus in a current status. B&F expects to be fully current by 31 Dec 1986.

Recommendation No. 2: Advise bureaus of adjustments to reported expenditures and obligations.

25X1 RESPONSE: B&F has implemented stricter controls over bureau obligations adjustments. Funds will be obligated each month in accordance with the bureau Financial Status Report (FSR). When a bureau accounting is processed, if a bureau voucher reflects the wrong SOC or FAN, the bureau will be notified by wire to make the appropriate adjustment to the bureau expense obligation records. In addition, B&F is at present assisting several bureaus to standardize obligation and expense record keeping and ensure valid finance records.

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SECRET25X1
SUBJECT: Audit Report on FBIS []

Recommendation No. 3: Ensure that designations and revocations of authority are current.

25X1 RESPONSE: Delegations and revocations for approving authority have been reviewed and updated. The file now shows that all appropriate officers in FBIS have the required authorities and that all outdated authorities have been rescinded. []

Recommendation No. 4: Strengthen control over the review and input of payroll data for JPRS contractors.

25X1 RESPONSE: Personnel shortages have resulted in a GS-6 clerical handling most of the day-to-day JPRS financial transactions, including verification of contractor billings. While senior office staff oversee her work and authorize office payment to the contractors, they cannot double check all her work. JPRS is now working on an in-house, computerized system to track contract work and calculate payments automatically. If successful, this system should greatly reduce the number of human errors at JPRS and provide the means to fully automate the entire contractor payroll system by giving the data to the Office of Finance in electronic form. Such a system would eliminate the need for keying in the data at OF, thus eliminating the keypunching errors at that office. []

25X1 Recommendation No. 5: Maintain accountable (JPRS) property in accordance with the provisions of []

25X1 RESPONSE: Final responsibility for JPRS property accounting and training resides with the FBIS Logistics Branch, and they have now located the bulk of the misplaced documentation supporting property acquisitions for JPRS account #4402. The Chief, Logistics Branch has trained the JPRS accountable officer in property record keeping procedures in conformity with [] and will periodically review JPRS' records to ensure proper procedures are being followed. When FBIS moves to Reston in the spring of 1987, JPRS will be collocated with the rest of FBIS and the FBIS Logistics Branch will then absorb account #4402. []

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25X1 SUBJECT: Audit Report on FBIS [REDACTED]

25X1 Recommendation No. 6: Establish procedures to centralize control over video films as required by [REDACTED]

25X1 RESPONSE: FBIS has a designated video tape control officer and requests are channeled through her. The unaccounted for tapes have been located and were all copies of a tape entitled "Television: A New Overt Source" that were sent to FBIS field bureaus. OIR has them listed on their overdue sheet as having been on a one-year loan. FBIS assumed they were for retention, so no records were kept on them. [REDACTED]

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Attachment:
Reference

25X1 C/E&PS/DS&T [REDACTED] (1Dec86)

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DD, J&T# 799x-86



16 October 1986

MEMORANDUM FOR: Director, Foreign Broadcast
Information Service

VIA: Inspector General

FROM:
Deputy Inspector General for Audit

SUBJECT: Report of Audit of Foreign Broadcast
Information Service
1 June 1983 - 30 June 1986

1. Subject report is attached for your review. Please advise of action taken on the recommendations.

2. We appreciate the cooperation and assistance extended by FBIS personnel during the audit.

Attachment:
As Stated

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